



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
METROPOLITAN POLICE DEPARTMENT
OFFICE OF THE CHIEF FINANCIAL OFFICER**

March 18, 2002

Charles C. Maddox, Esquire
Inspector General
Office of the Inspector General
717 – 14th Street, N.W.
Suite 500
Washington, DC 20005

**Re: Draft Response to Inspector General (IG) Overtime Audit Report
(OIG No. 01-2-17FA)**

Dear Mr. Maddox:

The Office of the Chief Financial Officer's response to the draft audit report (OIG No. 01-2-17FA) is as follows:

Finding 1: Controls Over Overtime Hours Worked and Overtime Compensation
Phase III – Review of TACIS System

Response:

The Metropolitan Police Department (MPD) is currently upgrading the court overtime reporting mechanism that interfaces with TACIS to improve the monitoring of overtime. The system enhancement will provide managers with on line visibility of court overtime and provide reports that will document the number of officers attending court each day and the associated overtime hours. This upgrade will be completed by the end of April, 2002.

In regards to employees reaching the Fair Labor Standards Act (FLSA) limits, the Office of the Chief Financial Officer (OCFO) does manage the process manually. While MPD is working towards information technology (IT) enhancements, which will flag employees that are reaching their FLSA thresholds, the manual system that is currently in place has addressed this issue. Instances are flagged when overtime hours near the FLSA level and employees are then paid. Since the implementation of the manual tracking process, no lawsuit has been filed against the Department that resulted in liquidation of hours with court fees and damages.

MPD is also automating the capability of TACIS to process leave adjustments in-house for each pay period. This function will allow leave balances to be corrected more readily and eliminate prolonged incorrect leave balances and frivolous lawsuits. This upgrade will be completed by the end of April, 2002.

CFO Monitoring

While overtime reports were made available to all managers and formally transmitted to the Office of the Executive Assistant Chief of Police, the OCFO has modified its transmittal procedures to ensure that all ROC Chiefs and Program Directors receive the overtime report on a bi-weekly basis via e-mail. This report includes a detail of overtime hours expended for each pay period and quarter, with the associated payroll costs. In addition, the report was modified for the second quarter of this fiscal year to include the balance of overtime hours remaining for each of the three main branches of the agency. These branches include the Office of the Chief of Police, Operations Command and Corporate Support Services. Specific employee information is also available upon request of the program directors.

During the bi-weekly payroll closing process, the OCFO conducts "spot checks" of the overtime data being inputted. Payroll Operations randomly contacts Time and Attendance Clerks in the field to request PD 1130s for specific employees for which overtime is being entered, and requires that the information be submitted within ten to fifteen minutes. To date, all time and attendance clerks have complied with the "spot checks". The ramifications of not being able to comply with these audits have been clearly defined to each of the time and attendance clerks.

Findings 3: TACIS Security

Response:


TACIS security is managed by Payroll Operations within the Office of the Chief Financial Officer (OCFO). Only the Payroll Director, Assistant Payroll Director or Senior Payroll Specialist approves TACIS access. Training has been developed for all users. Since October 2000, each new user, prior to receiving a TACIS ID, is required to attend training.

In December 2001, the OCFO began an audit of all TACIS users within the agency. During this audit, it was discovered that there were duplicate user IDs, as well as IDs that belonged to employees that were no longer with the Agency. The audit required that all District Commanders and Unit Directors review and approve all TACIS users within their departments. At the conclusion of this audit, approximately 300 users' IDs were either terminated or the security access modified. Although this audit was effective in reducing the number of TACIS users, the OCFO is currently developing a target user threshold commensurate with the access requirements for applicable employees. These "thresholds" or security levels will be based on data entry functions, supervisory controls, or "view-only" access for compliance monitoring.

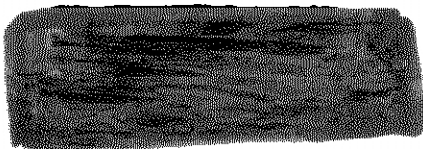
In addition, procedures are currently in place to ensure that user IDs for employees that separate from the Department are disabled effective as of the date of termination, as well as those of employees who no longer have a need to access the system.

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By July 1, 2002, the OCFO will have completed and distributed standard operating procedures (SOPs) with reference to TACIS security, separated employees, and the deactivation of employees who no longer have a need to use the system. The OCFO, in conjunction with the Information Services Division, will work toward compliance with appropriate COBIT standards.

If you should have any questions, please contact me on (202) 727-

Sincerely,



Chief Financial Officer

cc: Charles H. Ramsey, Chief of Police
Natwar M. Gandhi, Chief Financial Officer
Anthony F. Pompa, Deputy Chief Financial Officer, OFOS